



Village of Biscayne Park

Commission Agenda Report

Village Commission Meeting Date: May 3, 2016

Subject: Village Manager Selection Process

Prepared By: Maria C. Camara, Interim Village Manager

Sponsored By: Staff

Background

At the April 20, 2016, Special Commission meeting, the Village Commission approved the Village Manager selection process. In accordance with that process, the following dates are provided for deliverables or meetings:

- May 9, 2016 at 5:00pm: Deadline for resumes to be submitted.
- May 10-12, 2016 – Resumes received are reviewed for qualification.
- May 13, 2016 – Qualified resumes are submitted to the Resident Review Committee and the Miami Dade County City Manager's Association (MDCCMA)
- May 19, 2016 – Resident Review Committee meeting at 7:00pm
- May 24, 2016 – Resident Review Committee meeting at 6:30pm
- May 25, 2016 – Both the Committee and MDCCMA are to provide their top 10 candidates
- May 26, 2016 – Top 10 candidates from both groups submitted to the Commission
- May 26 – June 5, 2016 – Commission reviews the resumes selected as the top 10
- June 6, 2016 – Commission each provide their top 6 candidates
- June 7, 2016 – Commission finalizes the top 6 candidates at the Regular Commission meeting
- June 8 – 27, 2016 – Commission conducts one-on-one interviews with top 6 candidates (in person or by phone)
- June 29, 2016 – Commission narrows to the top 3 candidates at a Special Commission meeting
- July 12, 2016 – Panel interview of top 3 candidates at the Regular Commission meeting
- July 20, 2016 – Commission selects Village Manager at a Special Commission meeting

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Recommendation

Commission to review and discuss the schedule, if necessary, and to confirm the scheduling of the two (2) Special Commission meetings on Wednesday, June 29th at 6:30pm, and Wednesday, July 20th at 6:30pm.